

# Retention and Classification Report

**Agency:** District Court (Second District : Davis County) (1675)

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## Records Officer

07182	Adoption case files
04651	Civil case files
26074	Civil registers of actions
04694	Commitments to mental institutions
04650	Criminal case files
26067	Criminal registers of actions
07163	Daily court action records
04704	Guardianship case files
04703	Juvenile court record
04681	Minutes
04654	Probate case files
04733	Probate record books
01573	Transcripts

**AGENCY:** District Court (Second District : Davis County)

**SERIES:** 7182

3

**TITLE:** Adoption case files

**DATES:** i 1885-

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

Case files involving the adoption of minor children in the Second District court in Davis County.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need ends or until microfilmed and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Historical

Disposition based on documentation about individuals, legal procedure, court history and functions. Case files have legal and administrative value to the court through dismissal or satisfaction of the final judgment. They enforce or protect private rights and prevent or redress private wrongs. The value of the judge's decrees and final judgments to parties in an action may well extend beyond their immediate administrative use.

**AGENCY:** District Court (Second District : Davis County)

**SERIES:** 7182

**TITLE:** Adoption case files

(continued)

**PRIMARY CLASSIFICATION:**

Exempt CJA 4-202 Adoptions are sealed for 100 years.

**SECONDARY CLASSIFICATION(S):**

Public

**AGENCY:** District Court (Second District : Davis County)

**SERIES:** 4651

3

**TITLE:** Civil case files

**DATES:** 1896-

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

These case files document civil cases heard in Second District Court.

**RETENTION:**

Retain 50 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1995

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** District Court (Second District : Davis County)

**SERIES:** 4651

**TITLE:** Civil case files

(continued)

**APPRAISAL:**

Administrative Historical Legal

Disposition based on documentation about individuals, legal procedure, court history and functions. Case files have legal and administrative value to the court through dismissal or satisfaction of the final judgment. They enforce or protect private rights and prevent or redress private wrongs. The value of the judge's decrees and final judgments to parties in an action may well extend beyond their immediate administrative use.

**PRIMARY CLASSIFICATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** District Court (Second District : Davis County)

**SERIES:** 26074

3

**TITLE:** Civil registers of actions

**DATES:** 1896-

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

Civil cases document the legal process and the administration of justice in conjunction with civil proceedings for the determination of a controversy between parties wherein rights are enforced or protected, or wrongs are prevented or redressed. Records and documents pertaining to a particular civil action are filed together by the court clerk and collectively these documents constitute the case file. As these records or actions are filed, the clerk enters them in the registers which comprise this series. The clerk is required as documents enter the case file to make a notation that shows "the nature of each paper filed or writ issued and the substance of each order or judgment of the court and of the returns showing execution of process. The notation of an order or judgment shall show the date the notation is made. When trial by jury has been properly demanded or ordered the clerk shall enter the word 'jury' on the page assigned to that action" [UCA 79 (b) (2)].

A register of actions may contain the following entries for each civil case: name of the attorney for plaintiff and defendant, name of the judge presiding over the case, petitions, complaints, summons, answers to summons, orders from the court, assignment of judges, exhibits, judgment, findings and conclusions, costs, decrees, requests by attorneys for instructions to the jury, verdict, motions for cross complaints or new trials, amendments to previous answers and disclaimers.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AGENCY:** District Court (Second District : Davis County)

**SERIES:** 26074

**TITLE:** Civil registers of actions

(continued)

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Historical Legal

This disposition is based on the legal and historical value of the District Court REGISTERS OF ACTIONS. The court clerk is required by law [UCA X, (79) (a)] to keep a register of actions that functions as a chronological list of papers filed and fees paid which relate to individual civil actions.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** District Court (Second District : Davis County)

**SERIES:** 4694

3

**TITLE:** Commitments to mental institutions

**DATES:** i 1886-

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

Historic court information on mental illness from Davis County.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1886 and continuing to the present. Retain in Office for 9 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Historical

Disposition based on documentation about individuals, legal procedure, court history and functions. Book(s) serve as a historically useful record for documenting the operation of the court and its ability to fulfill obligations to the public.

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** District Court (Second District : Davis County)

**SERIES:** 4650

3

**TITLE:** Criminal case files

**DATES:** 1896-

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

Indictments, subpoenas, verdicts, warrants, returns of warrants, informational papers, affidavits, affidavits of impecuniosity, court orders, judgments, warrants of execution and confinement, warrants of death, notices of appeal, demurrers, answers to demurrers, complaints, and orders to show cause that constitute criminal case files tried by the Second District Court in Davis Court.

**RETENTION:**

Retain 50 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1890 through 1911. Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Paper: For records beginning in 1911 and continuing to the present. Retain in Office permanently or until microfilmed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** District Court (Second District : Davis County)

**SERIES:** 4650

**TITLE:** Criminal case files

(continued)

**APPRAISAL:**

Historical

Disposition based on documentation about individuals, legal procedure, court history and functions. Case files have legal and administrative value to the court through dismissal or satisfaction of the final judgment. They enforce or protect private rights and prevent or redress private wrongs. The value of the judge's decrees and final judgments to parties in an action may well extend beyond their immediate administrative use.

**PRIMARY CLASSIFICATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** District Court (Second District : Davis County)

**SERIES:** 26067

3

**TITLE:** Criminal registers of actions

**DATES:** 1926-

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

Records and documents pertaining to a particular civil, criminal or probate action are filed together by the court clerk and collectively these documents constitute the case file. As these records or actions are filed, the clerk enters them in the registers which comprise this series. A register of actions may contain the following entries for each case: name of the attorney for plaintiff and defendant, name of the judge presiding over the case, petitions, complaints, summons, answers to summons, orders from the court, assignment of judges, exhibits, judgment, findings and conclusions, costs, decrees, requests by attorneys for instructions to the jury, verdict, motions for cross complaints or new trials, amendments to previous answers, disclaimers, bonds, and inventories.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** District Court (Second District : Davis County)

**SERIES:** 26067

**TITLE:** Criminal registers of actions

(continued)

Microfilm duplicate: Retain in Office permanently.

Microfiche master: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

This disposition is based on the historical value of the Registers of Actions since they document individuals and topics useful to legal researchers and historians. This series also has administrative and legal value since it documents the functions of the Third District Court and continues to serve current and future administrative needs [UCA 79 (d) (6)].

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** District Court (Second District : Davis County)

**SERIES:** 7163

3

**TITLE:** Daily court action records

**DATES:** 1984-

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

These are records filed with the district court. They document daily actions are filmed solely for security reasons.

**RETENTION:**

Retain 9 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 04/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 9 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 9 years and then destroy.

Microfilm duplicate: Retain in Office for 9 years and then destroy.

**APPRAISAL:**

Administrative Legal

Records created to document daily court actions. Not intended as a permanent historic record as the daily takes duplicate other court records with permanent retentions.

**AGENCY:** District Court (Second District : Davis County)

**SERIES:** 7163

**TITLE:** Daily court action records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** District Court (Second District : Davis County)

**SERIES:** 4704

3

**TITLE:** Guardianship case files

**DATES:** i 1881-

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

In guardianship cases probate is the establishment of a guardian for minors or incompetent adults who hold property that needs management.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1882 and continuing to the present. Retain in Office for 9 years and then transfer to State Archives with authority to weed.

Paper: For records beginning in 1912 and continuing to the present. Retain in Office for 9 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Historical

Disposition based on documentation about individuals, legal procedure, court history and functions. Case files have legal and administrative value to the court through dismissal or satisfaction of the final judgment. They enforce or protect private rights and prevent or redress private wrongs. The value of the judge's decrees and final judgments to parties in an action may well extend beyond their immediate administrative use.

**AGENCY:** District Court (Second District : Davis County)

**SERIES:** 4704

**TITLE:** Guardianship case files

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** District Court (Second District : Davis County)

**SERIES:** 4703

3

**TITLE:** Juvenile court record

**DATES:** 1907-1909

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Records Center for 28 years after after birth date of subject of record and then destroy.

**AGENCY:** District Court (Second District : Davis County)

**SERIES:** 4681

3

**TITLE:** Minutes

**DATES:** 1896-

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

The minute books document the proceedings in civil, criminal, and probate matters in the Davis District Court. Business matters recorded include court site, officers present, jurors selected, and scheduling and assignment of cases. A typical case will span multiple dates and may appear under more than one judge.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 9 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical Legal

Disposition based on documentation about individuals, legal procedure, court history and functions. Book(s) serve as a vital record essential for the operation of the court and its ability to fulfill obligations to the public.

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

**AGENCY:** District Court (Second District : Davis County)

**SERIES:** 4681

**TITLE:** Minutes

(continued)

Exempt.

UCA 78-30-15 (2008). As of 1 July 1999, adoptions become public after 100 years; until then they are sealed and only obtainable through the court. These books include occasional reference to adoptions.

**AGENCY:** District Court (Second District : Davis County)

**SERIES:** 4654

3

**TITLE:** Probate case files

**DATES:** 1870-

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

Files involving the formal and informal distribution of estates according to interstate succession, wills, and codicils. Probate case files also pertain to guardianships and sometimes adoptions as well as the estates of deceased persons.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1912 and continuing to the present. Retain in Office permanently or until microfilmed and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** District Court (Second District : Davis County)

**SERIES:** 4654

**TITLE:** Probate case files

(continued)

**APPRAISAL:**

Historical

Disposition based on documentation about individuals, legal procedure, court history and functions. Case files have legal and administrative value to the court through dismissal or satisfaction of the final judgment. They enforce or protect private rights and prevent or redress private wrongs.

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Exempt. UCA 78-30-15 (2008). As of 1 July 1999, adoptions become public after 100 years; until then they are sealed and only obtainable through the court. These books include occasional reference to adoptions.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** District Court (Second District : Davis County)

**SERIES:** 4733

3

**TITLE:** Probate record books

**DATES:** i 1896-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These record books detail the proceedings in estate and guardianship cases. Personal name change cases may also appear. For deceased persons the will, appraisals and inventories, and the settlements are recorded. For guardianships, the appointment of a guardian and frequently an account of some property are noted. Adoptions records give the full order of adoption, often with statements from both the natural and adoptive parents or a social service agency detailing circumstances of the adoption.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently.

**PRIMARY CLASSIFICATION:**

Public                      wills, etc. of deceased persons are public.

**SECONDARY CLASSIFICATION(S):**

Exempt.                      any adoption records are sealed for 100 years except upon court order.

**AGENCY:** District Court (Second District : Davis County)

**SERIES:** 1573

3

**TITLE:** Transcripts

**DATES:** 1901-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

Transcripts are a written presentation of testimony given at a trial or at a deposition.

**RETENTION:**

Retain 9 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.